

**IDAHO COMMISSION FOR LIBRARIES  
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)  
FY 2007 FIRST-TIME ATTENDANCE AT LIBRARY CONFERENCE**

Name of Applying Library: _____	
Library Address: _____	City _____ Zip _____
Name/Position of Staff Member To Attend: _____	
Daytime phone _____	E-mail: _____

☐ I have discussed this project with the CE Consultant. \_\_\_\_\_  
(Consultants name and date discussed)

<b>Activity (check one):</b>	
____ ALA Annual Conference	____ American Assoc School Lib. Conf.
____ ALA Mid-Winter Conference	____ Assoc of College & Research Lib. Conf.
____ PNLA Conference	____ Special Libraries Assoc. Conf.
____ ILA Conference	____ Rural Libraries Conf.
____ PLA Conference	____ Other specify : _____
Location of Conference: _____	
Dates of Conference: _____	
Your arrival date: _____	Your return date: _____

Budget Summary:

Registration	_____
Airfare / mileage	_____
Lodging	_____
Total:	_____

Total Amount Applied for: \_\_\_\_\_  
(Total Above or \$900 whichever is less)

<b>SIGNATURE AND CERTIFICATION:</b> We are aware of, and agree to comply with, the federally mandated assurances enumerated in the Civil Rights Certificate and the Suspension Debarment Certificate attached to this document. In addition, we assure that we will comply with all special legal requirements, program requirements, and other administrative requirements approved in accordance with OMB (Office of Management and Budget) Circulars A-87, A-102, A-110, and A-128.		
Appropriate Signature	Title	Date
Appropriate Signature	Title	Date

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Commission for Libraries Use Only

Approved: \_\_\_\_\_ Date \_\_\_\_\_

Disapproved \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION QUESTIONS:** (Attach a sheet with your answers.)

**Briefly explain how you expect to use the information and knowledge you gained from attending this conference in your library.** (Attach a sheet with your explanation.)

**First Time Attendance at a Library Conference**  
**Application Instructions**

**Submit the following:**

- Completed application form with original signatures Sheet (*refer to page 16 of this guide to assist you in identifying Appropriate Signatures*)
- Response to the **Application Question** above
- A copy of the conference brochure describing the conference, identifying sessions, dates, times, registration costs etc.
- Civil Rights Certification
- Suspension & Debarment Certification
- Send the application and all attachments to:

Grants Contracts Officer  
Idaho Commission for Libraries  
325 West State Street  
Boise, Idaho 83702-6072

**Grant applications must be received by the Commission for Libraries no later than 45 days prior to conference.**

Grants are made to the library and reimburses all or a portion of the expenses incurred by the employee's attendance at the conference.

It is required that the person attending the conference be paid their normal salary and benefits for time spent at the conference.

Eligible conference costs will be reimbursed **up to a maximum of \$900**. Those reimbursable costs are:

**Basic conference registration rate** – Not to include costs of pre-conferences, tours, special conference meals or other costs that are not included in the basic registration fee. Individual organization membership fees can not be paid with grant funds.

**Airfare / mileage** – Conference participants are expected to travel at the lowest cost possible i.e. coach air transportation, scheduled at least two weeks prior to the event, as acceptable for conferences out-side the state to areas other than Spokane or Salt Lake City, depending on the location of the participant. Mileage, using the State of Idaho travel mileage chart, will be reimbursed at the current state rate for those locations instate or appropriate for the participant to drive. Airport parking

and transportation to and from the airport are not eligible costs. Contact the Continuing Education Consultant if you have questions.

**Lodging** - Eligible lodging costs are reasonably priced hotel accommodations for each night

the participant is in attendance at the conference. Accommodation cost for more than one day in advance or following the scheduled dates of the conference are ineligible. If driving, accommodation costs to or from the conference are not eligible expenses.

**Match** - Libraries are expected to provide all other expenses not listed above as their match.

### **Reimbursement process:**

Once the event has concluded, the applicant library must submit to the Commission for Libraries the Request for Reimbursement and LSTA Financial Report forms included in the grant agreement packet. These forms must be accompanied by a **brief report from the participant responding to the following questions:**

### **Evaluation Questions:**

- A. Did your participation in this event meet the expectations identified in your application? If so how? If not can you identify why?
- B. Briefly describe how you will apply what you have learned from this event in your library within the next three months.

For additional instructions refer to Appendix J page 59 in the LSTA Guide.

If you have any questions, please do not hesitate to call the Continuing Education Consultant at 800-458-3271 (toll-free long distance) or (208) 334-2150.